



BOARD OF BARBERING AND COSMETOLOGY
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SACRAMENTO, CA 94244-2260
INFORMATION: (916) 445-7061 FAX (916) 323-5037



December 2, 2004

CIRCULAR LETTER #04/09

**TO: BARBERING, COSMETOLOGY, ELECTROLOGY SCHOOLS,
AND APPRENTICESHIP PROGRAM SPONSORS**

SUBJECT: PROCESSING PROOF OF TRAINING DOCUMENTS

The Board of Barbering and Cosmetology (Board) provides candidates with the option of completing a "Request for Pre-Application" (pre-app) in order to receive an expedited examination date shortly after the date of course completion. Unfortunately, the Board is currently experiencing an increase in the number of students pre-applying for their examinations. Due to this increase in workload the Board has become backlogged with proof of training documents and is unable to process them in a timely manner. The Board understands this can adversely impact your students and will prevent them from receiving their examination results on the same day of their examination.

In order to address this concern and allow students to receive their results the same day, we are asking you to fax a list of pre-application students who have completed their training. This list should be faxed **each Friday** and should include the following information for each pre-applicant:

- File number
- Applicant's full name
- Social Security Number
- Date training started
- Date of course completion
- Number of hours completed

Additionally, the document must include the school name, school code and signature of the school official. Also, you are required to **mail in** the original proof of training document to the Board, as it is still required for our records. However, the Board will fulfill the proof of training based upon the list provided. Please fax your information to me **once a week** each Friday to (916) 445-8893.

We apologize for the inconvenience this may cause your students. If you need additional information, please feel free to contact me at (916) 445-5760.

MARION WELCH, Supervising Examiner

